



# CITY OF NEWPORT NEWS

## PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 5/01/93

SECTION <b>201</b>	SUBJECT <b>AFFIRMATIVE ACTION POLICY</b>
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### I. POLICY

It is the policy of the City of Newport News to maintain and promote equal employment opportunities for all employees and applicants for employment without regard to race, color, national origin, sex, age, ethnicity, religion, political affiliation, disability or other non-job related factor(s). This policy applies to all aspects of employment practices, including but not limited to, employee relations, recruitment, testing, selection, compensation, promotion, transfer, demotion, layoff, termination, training and any other personnel action.

Special affirmative action shall be taken to ensure that any discriminatory practices that impede equal employment opportunity within the City government are identified and eliminated. Such discriminatory practices shall be changed in order to provide all persons with the opportunity to compete equally for jobs and promotions on the basis of ability and qualifications. Affirmative action efforts shall also be directed toward aggressive recruitment of minorities, women and individuals with disabilities with the goal of having a workforce that is representative of the relevant labor market area.

Equal employment opportunity is a legal, social and economic necessity for the City of Newport News. Successful performance in the area of affirmative action will reinforce merit employment concepts and provide positive benefits to the City through fuller utilization and development of its human resources.

### II. SCOPE

- A. It is the policy of the City of Newport News to emphasize affirmative action in its personnel operation with all existing and potential employees.
- B. This plan is not intended to foster unsound practices such as:
  - 1. Discrimination in favor of any employee or applicant for employment on the basis of race, color, religion, political affiliation, sex, age, national origin or disability to the detriment of employment opportunity for any other qualified employee or applicant.

AMENDS/SUPERSEDES  
AFFIRMATIVE ACTION PLAN, DATED 06/30/87

REFERENCES

APPROVAL:



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2. Lowering of job requirements or performance standards for the purpose of favoring any employee or applicant on the basis of race, color, religion, political affiliation, sex, age, national origin or disability.

### III. DISSEMINATION OF THE POLICY

The Affirmative Action Policy Statement shall be distributed to all departments of the City of Newport News.

Department heads shall post the policy statement in their respective departments where all employees will be able to see it.

All recruiting sources used by the City shall be provided a copy of the Affirmative Action Policy Statement. Any person requesting a copy shall be provided one.

### IV. ASSIGNMENT OF RESPONSIBILITY

- A. The ultimate responsibility for affirmative action compliance rests with the City Manager as chief administrative officer of the City. Responsibility and authority for administration of the Affirmative Action Policy has been delegated to the Director of Personnel.
- B. To assist the Director of Personnel, each department head will be responsible for ensuring that the Affirmative Action Policy is carried out within his/her respective department.

This responsibility shall include, but not be limited to, the following:

1. Undertake efforts to recruit, appoint, and retain qualified minorities and women at all levels of employment.
2. Counsel management concerning the need for their personal attention to affirmative action in order to reach the objective of providing an atmosphere of non-discrimination and equal opportunity within the City government.

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3. Carry out the intent and spirit of the Affirmative Action Policy by ensuring that all managers, supervisors, and employees are aware of their responsibilities.
- C. To assist the City Manager, the Employee Relations and Affirmative Action Officer shall have the following responsibilities:
  1. Advise the City Manager of those concerns involving equal employment opportunity and affirmative action which in the opinion of the Affirmative Action Officer require his action.
  2. Monitor the utilization of minorities and women in the City's workforce.
  3. Maintain documentation and statistical information with regard to the labor market that will measure the effectiveness of the City's Affirmative Action Plan.
  4. Assist the Personnel Department in analyzing the recruitment and selection process and develop recommendations that will address the hiring and promotion of minorities, women and individuals with disabilities.

## V. AFFIRMATIVE ACTION IN SELECTED FUNCTIONAL AREAS

### A. Recruitment

The City shall continue to search actively for qualified minority and female applicants for employment at all levels. Regular recruitment sources shall be provided copies of the Affirmative Action Policy. Detailed information concerning City job openings will be provided to recruitment sources.

### B. Qualifications

Hiring qualifications for both entry and experienced level jobs shall be based on job requirements. Qualification standards shall be reviewed periodically to assure conformance to actual job requirements.

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C. Selection

Selection decisions consider factors such as which applicant more closely meets the organizational needs of the department, the specific experience, special skills, qualifications, licensure and work record of the candidates, and affirmative action considerations. Selection shall not be based solely on race or sex unless these are bona fide occupational qualifications.

D. Supervision

All employees shall be treated by managers and supervisors with respect due them as individuals and as valued members of the City service. Any person employed in the City service who fails to comply with such principles shall be subject to appropriate disciplinary action.

E. Grievance Procedure

To provide for the prompt and equitable hearing of employee grievances concerning work related matters as well as discriminatory matters, the City has established a formal grievance procedure for its employees. The filing of such a complaint shall in no way adversely affect the employee's treatment on the job.

F. Recordkeeping


The Personnel Department shall maintain records to permit assessment of the City's effort to establish, maintain and advance the City's Affirmative Action Policy.

G. Equal Employment Opportunity Posters

Equal Employment Opportunity posters provided by the Equal Employment Opportunity Commission shall be posted in conspicuous places on the City's premises.

## VI. ADVERTISING OF CITY JOB VACANCIES

- A. The Personnel Department shall provide for the widest practical dissemination of information about City job vacancies.

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- B. All position vacancies shall be listed with the Department of Personnel.
- C. The Personnel Department will provide a biweekly position vacancy list to the Virginia Employment Commission.
- D. Where direct public advertising in the mass communications media is deemed necessary, advertisement will utilize minority media also when that media is available.
- E. All employment advertisements placed by the City shall contain the statement that the City is an "Equal Opportunity Employer".

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